

Definitions of Foster Care Service Activities

These DSS definitions of foster care services activities are to be utilized in the time study by agencies participating in the maximization of the federal/state foster care program to separate allowable foster care activities from unallowable social services costs for annual rate setting process.

Please provide employees with a copy of these definitions and the time study instructions.

If using the Excel time study workbook, the service and program code will be entered automatically based on the activity entered. If completing the time study on hard copy paper forms, enter the corresponding service and program code that is in parenthesis following the description of the activity title. For example, if the activity is Services/Treatment, enter “100” as the service and “O” as the program code.

Services/Treatment (100; O) - the provision of social casework counseling and treatment services to the child, the child's family or foster family to remedy personal problems, behavior or home conditions. This means any counseling to facilitate the child's psycho-social adjustment and to assist the parents or other responsible relatives and caretakers to improve conditions precipitating the need for placement and to enable the child to return to his own home. This also means the provision of social casework counseling and treatment as necessary to achieve placement of the child in the home of other relatives, in an adoptive home or in continued foster care. This includes services provided to the child and his family in an effort to prevent foster care placement and maintain the child outside the substitute care system. This also includes services to prevent re-entry into foster care placement. Services include diagnostic study and evaluation, and medical examinations when not otherwise available, to facilitate appropriate planning and the provision of appropriate foster care services for the child and family.

Training for Foster Parents (102; Z) - activities directed toward assisting foster parents and other foster caregivers to improve the scope, nature and quality of care provided.

Recruitment and Assessment of Foster Parents (103; Z) - activities which ensure the availability of foster care placement resources, including recruitment and assessment of prospective parents, and the initial and on-going compliance of such resources with standards.

Case Management (109; Z) - includes a broad range of activities related to supervising the placement of the child and managing the case plan and case reviews. This includes time spent on:

- Referral to, coordination with, and utilization of other services;
- Maintenance of contact with the family and others significant to the case;
- Working with the parents on the status of the case and case goals;

- Giving information, instruction, guidance, and mentoring regarding parenting skills;
- Preparation for and participation in court, e.g., petitions, motions, reviews, reports;.
- Preparation of the child and biological family for separation and placement, including negotiation/preparation of visitation agreements and any subsequent time spent on notices related to changes in where the child is living;
- Monitoring and updating the Family Services Case plan;
- Periodic reviews of case plans including foster care review team meetings;
- Supervising the placement of the child and of the foster care arrangement to assure that the child receives proper care.
- Grievances, appeals, and fair hearings surrounding termination of use of foster care facilities which have been found unsuitable for the care of children, or associated with any individuals claim that benefits and services have been denied or not acted upon with reasonable promptness, or related to complaints about the agency's failure to keep parents involved in case planning, case reviews, and placement decisions.

Transportation (250; Z) - time spent providing allowable transportation intrinsic to the well-being of the child, including reasonable transportation cost for visits with relatives at the child's home or other appropriate location, and time spent providing other transportation deemed as allowable either in maintenance or administrative costs in accordance with the Child Welfare Policy Manual section 8.3B.1.

Other Activity / Absence (000; A) – use this code to report paid time that is included in the Foster Care Activities/Social Service Salary Expense but is not spent performing Foster Care Activities or Social Services. Examples include paid leave for absences due to sickness or vacation. Time reported using this code will be allocated equitably between allowable foster care activities and unallowable social services.

Time spent performing other duties, such as child daily supervision should not be recorded on the time study and labor expense for this time should not be recorded in the Foster Care Activities/Social Services Salary Expense section of Schedule C. Record labor expense for time spent performing other functions in the appropriate section of schedule C and omit that time from the time study. Employees who complete the cost report and those who coordinate and verify time study reporting must coordinate so that the time reported on the time study as Foster Care Activities/Social Services agrees with the expense reported in the Foster Care Activities/Social Services Salary Expense section of Schedule C, especially for positions split between functions.